

N E A N E W S L E T T E R

Volume 31, Number 3 • July 2004



C O V E R — Skitch Henderson with Judy Garland from their rehearsal days at MGM. *Courtesy of the Hunt Hill Farm Trust* (See *Around and About*, p. 26).

I N S I D E — “Archives on the Road” (*Archival Insight*, page 4); “Building an Archives, Song by Song” (*Around and About*, page 26).

**New England Archivists
Massachusetts Archives
220 Morrissey Boulevard
Boston, MA 02125
<www.newenglandarchivists.org>**

NEA Executive Board

President:	Mary Ide
President-Elect:	Paul Carnahan
Past President:	Rutherford W. Witthus
Secretary:	Elizabeth Slomba
Treasurer:	Liz Andrews
Representatives-at-Large:	Bridget Carr Tom Hyry Brenda Lawson Anne Sauer
Clerk:	Jean Nielsen Berry
PR Coordinators:	Tracy Messer Tara Hurt
Development Coordinator:	Jane Ward
Newsletter Editors:	Chris Burns Ellen Doon Jason Larson Meg Moughan
Web Coordinator:	Jill G. Thomas
Assistant Web Coordinator:	Jonathan Penyack

Membership in *New England Archivists, Inc.* is open to all.

Dues of \$30/year (\$40 for institutions) should be sent to: Debbie Richards, Schlesinger Library, Radcliffe Institute, 10 Garden Street, Cambridge, MA 02138.

Notices of archival events should be sent to: NEA c/o Massachusetts Archives, 220 Morrissey Boulevard, Boston, MA 02125, or electronically to <ellen.doon@yale.edu>.

The *NEA Newsletter* is published in January, April, July and October. The contents of the *Newsletter* may be reproduced in whole or in part provided that credit is given.

Articles and **News** of interest to archivists, historical society members, historians, and other NEA members should be sent to: *NEA Newsletter* Editors, Massachusetts Archives, 220 Morrissey Boulevard, Boston, MA 02125, or <m.light@neu.edu>.

Contributions to the NEA Web site should be sent to: <jill.thomas.1@bc.edu>.

Deadlines for submitting materials are:

November 15 for January issue
February 10 for April issue
May 15 for July issue
August 15 for October issue

Advertising Policy:

There will be no fee to list position openings. Advertisements for archival products will be accepted as space permits.

Advertising should be submitted to Jane Ward, (978) 459-2129 or <jane.ward@comcast.net>.

Rates: Full page: \$125; half page: \$75; quarter page: \$40. Payment is requested at the time the ad is submitted. All checks should be made payable to *New England Archivists*.



Table of Contents

From the Editors	3
Archival Insight	4
Archives on the Road.....	4
Inside NEA	7
From the President	7
Executive Board Meeting Report	7
Officers' Reports	7
Meetings	8
Committee Reports.....	8
Old Business	10
New Business	10
New Members.....	10
NEA Spring Meeting 2004 Session Reports	11
News and Notes	17
Connecticut.....	17
Maine	18
Massachusetts	19
New Hampshire	21
Vermont	21
Outside New England	22
Internet Tidbits	23
Reviews	24
People	24
Around and About	26
Building an Archives, Song by Song	26
Calendar	30

From the Editors

- *Chris Burns*

In her inaugural From the President column, Mary Ide outlines NEA's plan for a day-long facilitated planning discussion at the Fall Conference in Biddeford, Maine, this coming October. A particular goal is "to create a more vibrant organization for our members." An effort already under way that shares this hope is NEA's Archives on the Road program. Jessica Steytler, Archivist at the Congregational Library in Boston, details the history of this program and the many lessons learned in this issue's *Archival Insight* column.

In *Around and About*, Jessica Stewart writes about the Henderson American Music Archive, which documents the life of American music legend Skitch Henderson. Henderson's music career began in the 1930s and he worked with Judy Garland, Mickey Rooney, Frank Sinatra, and

many other great talents. Jessica notes the tremendous opportunities and challenges archivists and donors face when working together to build an archives.

In case you have not heard, SAA is coming to Boston this year, August 2-8. Find more information about the conference on page 20, and information about Pre-conference workshops on page 23.

This issue also marks the end of Ellen Doon's tenure as a *Newsletter* editor. Ellen has done a tremendous job for the last three years, gathering News and Notes and Calendar items from around the region and serving as senior editor for the last year. Her keen intellect, sharp eye, and organizational skills will be missed. ☺

☺ NEW ENGLAND ARCHIVISTS ☺

NEA AWARDS

This is a reminder that nominations for the Archival Advocacy Award and the Distinguished Service Award should be submitted one month prior to the Summer or Winter Board meetings. Please read the brief descriptions of the awards below, with more detailed information available on the NEA Web site.

NEA grants the Archival Advocacy Award (AAA) to an individual or institution demonstrating extraordinary support of New England archival programs and records, either politically, financially or through public advocacy.
<<http://nils.lib.tufts.edu/newengarch/aboutNEA/aboutNEA/awards/aaa.html>>

NEA grants the New England Archivists Distinguished Service Award (DSA) to individuals or institutions who are dedicated to the promotion of NEA objectives and who have made significant contributions to the profession, their institution, NEA and/or the archival community in New England. The award shall reflect the total experience of the awardee(s) and is based upon knowledge, leadership, participation and achievements in the profession.
<<http://nils.lib.tufts.edu/newengarch/aboutNEA/aboutNEA/awards/distawrd.html>>

Please submit nominations to: Rutherford W. Witthus, NEA Immediate Past President, University of Connecticut Libraries, Thomas J. Dodd Research Center, 405 Babbidge Road Unit 1205, Storrs, CT 06269-1205, email: <rutherford.witthus@uconn.edu> ☺

Archival Insight

Archives on the Road

Jessica Steytler, Archivist, Congregational Library, Boston, MA

*On the road again
Goin' places that I've never been
Seein' things that I may never see again,
And I can't wait to get on the road again.
-Willie Nelson*

Good old Willie definitely has the right spirit, and about four years ago, NEA's Outreach Committee decided to start going on the road... with archives.

The Beginning

In 2000, Outreach Committee Chair Susan von Salis and some other ambitious souls had the idea to do an educational program that would have some of the flavor of Public Broadcasting System's *Antiques Roadshow*, which had recently become very popular. This production employs the talent of several professional antique dealers, book dealers, and appraisers. The general public brings in a great-grandfather's Civil War musket or a Federalist-era sideboard, and the professionals explain to the owner the historical significance and estimate the item's worth.

The Outreach Committee loved the potential of taking the show-and-tell quality of that television program and making it a purely educational tool. We all believed that participants would learn more when they could participate actively. We felt that if people had an opportunity to learn about their own possessions, their enthusiasm would be infinitely greater than if they were shown examples brought in by the archivists, and they would learn

about topics they cared about. Additionally, the committee members would not burn out through doing the same show over and over, thanks to the never-ending variety of the items brought to us.

The first task was to distance our new "Archives on the Road" program from the association with monetary appraisal. The ethical and legal issues would have entirely overshadowed our true purpose: to educate the public about how best to care for its own archival materials. The plan was to keep the part of *Antiques Roadshow* in which participants bring a personal treasure: a grandmother's diary, a scrapbook, photographs, or letters. The visiting archivists would educate the owner about how best to care for the object, discuss the pros and cons of the latest technological trends, like digitization, and if possible explain the historical context and significance of the object. The archivists might also explain what sorts of repositories would collect items similar to the ones being shown to help the participants visualize where their items fit in the greater archival world.

Between the spring of 2000 and 2001, the committee hammered out its first handouts that would be shared with event attendees. The committee wrote the majority of these papers, but we also included a few essays from Hollinger Corporation and Northeast Document Conservation Center (NEDCC). The topics which we still use to categorize the handouts include: preservation/conservation, appraisal,

repositories and organizations, and researchers and resources. One of the committee's most detailed handouts describes sources of information, with listings of catalogs and databases, conservation agencies, federal/national resources, genealogy resources, and professional organizations. Technical topics include the pros and cons of digitization, caring for photographs, and preservation. Some of the more general handouts explain why archives are important and describe standard guidelines for the use of archival material in a repository. The Hollinger brochures discuss preservation and include a storage and preservation guide for quilters. The committee also decided to include some supply catalogs so that people could get the materials best suited to their future projects. While the discussion at the event makes up half the "meat" of the program, participants can pick up handouts on the topics that interest them most and begin to think about what their next steps will be when the professionals are not there to assist them directly. The handouts and catalogs are available for participants to take home, study at their leisure, and keep for future reference.

Illustrations and examples of the "good, bad, and ugly of archives" have always been an excellent teaching aid, so the committee gathered damaged paper (from acid migration, adhesives, rusty paper clips), disintegrating newspaper (to be crumbled for dramatic effect), pH pens, and examples of archivally sound storage. The colorful plastic paperclips, according to former

committee member Heidi Marshall, were always a huge hit with any children who came to an event.

The first event was at the Lower Mills branch of the Boston Public Library in May of 2001, led by Susan von Salis, Anthony Reed, and me. There were few participants, but it was a start. Everyone enjoyed the program and learned a great deal about the fragility of newsprint, alternatives for photograph storage, and as always, why Scotch tape is a damaging tool. The archivists got their first taste of what sorts of questions people would ask. I, as coordinator, learned that advertising is an inexact science. The hosting institution knows its constituency best and therefore the most effective advertising is done by the host, rather than by the committee. One of the greatest triumphs of the event was that the library was inspired to further organize its local history collection after talking to the archivists.

From there, the committee booked programs at historical societies and libraries around the region. The biggest event to date was at the Vermont History Expo in 2002, and for this the committee representatives chose to abridge the usual program. This event differed greatly from our usual routine: not only was our table one of hundreds set up for the event, but it was an entire weekend, not just two hours. The committee felt that it would have been very difficult to get the word out to attendees to bring an object to have evaluated, or handle the volume even if we could get the word out. Therefore, the coordinator, Heidi Marshall, brought the handouts and examples of supplies and damaged paper. She and her assistant, Andrea Sheehan, spent one of the two available days talking to

dozens of interested Vermonters about all sorts of archival topics.

As we learned in Vermont, a lot of encouraging feedback is generated during and after an event. The people who bring in their objects are eager to learn and pose challenging questions to the archivists. Frequently the committee does not see the effect directly, but on other occasions, the positive energy returns to us in the form of invitations



Jessica Steytler (with the "On the Road" box of supplies), Jaffrey, New Hampshire, May 2003. *Courtesy of the author.*

to do further programs or requests for consultations on projects.

A Success Story

Sometimes the results can be seen rather quickly. One of the greatest success stories to date has been at the Jaffrey Public Library in New Hampshire. Cynthia Hamilton, a Jaffrey citizen active in the public library and Congregational church, learned about the Archives on the Road

program from me during a research visit to the Congregational Library in Boston. She immediately saw that this was something the Friends of the Library would like. Due to her efforts on the Friends program committee, our group secured a spring event, and Kris Kobialka, Anne Ostendarp, and I visited Jaffrey in May 2003. The turnout of approximately fifteen participants balanced perfectly with the three professionals. The Friends group and the Amos Fortune Forum were encouraged by Anne Ostendarp's knowledge and enthusiasm to apply for a state grant to improve access to the Amos Fortune papers, housed at the public library. Fortune, a former slave who bought his own freedom, settled in Jaffrey in 1781. He started a tanning business and became one of the town's most prosperous and respected citizens. With Anne's help, the two groups submitted an application to the New Hampshire State Library conservation fund and were awarded a "Moose Plate" grant, the money for which is raised through the state's specialized license plate program.

Several positive outcomes can be seen from this one Archives on the Road event. The library discovered that their local legend's collection could be better utilized and that there were resources within their reach to make this happen. The Amos Fortune Forum and public library determined that a collaborative approach would serve their mutual goals better than working independently. Both the Forum and library now know that a group like NEA exists and that we are here to help the community; further, they have shared this information with the town. One of our own archivists, Anne Ostendarp, was offered a consulting opportunity. Best of all, an



Anne Ostendarp and participant, Jaffrey, New Hampshire, May 2003. *Courtesy of the author.*

eighteenth-century collection has been properly housed and organized for easier access to best serve the community that treasures it.

From the committee's perspective, the Archives on the Road program is a very worthwhile and effective outreach tool. Even if the results within a community are not as evident as they were in Jaffrey, every person who contributes an item for assessment learns first-hand what it means to truly look

after an archival object. Also, participants can glimpse the wider scope of archives beyond their front door and see that archives are everywhere.

Making the Program Work

Now that the Committee has a full complement of handouts and examples, the most effort required is staffing the event with other archivists and preparing the host, which includes understanding his or her needs. This work is done by a seasoned committee member, and involves talking to the host liaison, determining how many archivists will be needed for the event, reviewing the volunteer database, and contacting the most likely volunteers (determined by proximity to event and stated availability). Once the helpers have been confirmed, the coordinator then orients them to how an event works and provides directions to the site.

The average event lasts about three hours, including set-up and take-down. The supplies required for the event fit in a standard record storage box (1.5 cubic feet) and thus far, the event is extremely low-tech, making it easy for the humblest of hosts to accommodate it gracefully. The greatest expense usually lies in photocopying handouts, frequently facilitated by the host, and traveling to the event. The committee does not ask for payment or reimbursement. Rather, the program is supported by the committee's budget and by donations from those hosts that can afford to contribute.

Why the Program Works & The Future

The success of Archives on the Road is directly linked with every single committee member, volunteer archivist, hosting group, and participant who has attended an event. Over the past four years, the entire Outreach Committee built and refined the program's features.

Archives on the Road helps take concepts we as professionals have internalized, and possibly started taking for granted, into our communities. At each meeting, people gain respect and understanding for documents and the history they convey; they also learn the basics of complex archival issues. This grassroots program builds support for preserving our documentary heritage, and for maintaining programs and collections within our region. There are countless future opportunities with this program to encourage more communities to apply for grants or start their own new historical and archival programs. The committee wants to see the public appreciate and use its own history. With all the positive experiences that the committee has had with Archives on the Road over the past four years, I expect that they will continue to explore the bounds of the program and improve our community in doing so.

Any trained archivist may volunteer to participate in an Archives on the Road event without being a committee member. Interested archivists should contact Anne Ostendarp for further information: (603) 899-4146, or <anneostendarp@hotmail.com>. ©



**BRIDGEPORT
NATIONAL
BINDERY INC.**

"BOUND TO LAST"

662 Silver St. • PO Box 289 • Agawam, MA
413-789-1981 • 800-223-5083
info@BNBindery.com

Inside NEA

From the President

- Mary Ide

Thank you for electing me as your President of NEA. I encourage you to be active in helping to determine the direction of our efforts to evaluate and plan for NEA over the course of the next year.

During the year we will focus on the challenges we face as an organization and what we want for our future. This focus on the future will help assure that NEA continues to meet its members' needs, and that it remains an effective professional advocate and respected source of information and services in New England.

At the Fall Conference, at the beautiful University of New England campus in Biddeford, Maine, we will hold a facilitated discussion to develop a vision and plan for NEA's future. Any and all members are invited to join in this one-day session as an alternative to attending regular panel sessions at the Conference.

Why hold this planning session now? NEA has a tradition of periodic self-evaluation and future planning. The last major such examinations took place in 1993 when we developed the Long Range Plan and in 1995 with the Task Force on Future Directions. While these prior planning efforts were carried out by selected NEA members, the 2004 initiative is open to any and all members.

What do we want to achieve through our discussion? We will be seeking innovative ways to create a more vibrant organization for our members. We will be working on ways to build bridges with allied professions. We will be considering opportunities to promote increased visibility of NEA as a resource in the greater New England community.

I hope you will agree that a prosperous and exciting future for NEA depends on our ability to attract and hold new members and provide workshops and conferences that present "cutting edge" information—along with our traditional practices and methods. Finally, NEA has the opportunity to nurture a more viable public presence and be recognized as a dependable information resource for the general public.

I am looking forward to the Fall Conference as a time for us to have conversations about NEA and our future. I will use NEAdiscuss to continue to keep in touch about this planning effort, and invite your input.

Executive Board Meeting Report

- Tara Hurt

The business handled at the March 26, 2004 meeting of the Executive Board is summarized below. All ***VOTING*** is in bold and italics. Complete minutes are available on the NEA web site <www.newenglandarchivists.org> or from the secretary.

The meeting was called to order by Rutherford Witthus at 9:00 am. Minutes from the January 12, 2004 Board Meeting were presented. ***All members voted in favor of the January 12, 2004 minutes.***

Officers' Reports

Immediate Past President

Joan reported that 149 ballots were received, one of which was a photocopy. The board agreed that we need to make it clear that we do not accept photocopies of ballots.

The election results were as follows: Paul Carnahan – President, Elizabeth Slomba – Secretary, Tom Hyry – Rep at Large, Brenda Lawson – Rep at Large.

The Board offered a round of applause for Joan for all of her work.

Vice President

Mary has been spending most of her time talking with facilitators who will be heading up the planning session at the Fall 2004 meeting. After this meeting she will be sending out a call to have people take part in this one-day (Saturday) planning session, she will be planning some up-front work so that at the time of the meeting all of the participants will be on the same page. Mary will use NEAdiscuss to share the ideas and themes of this planning session.

Secretary Report

Mary asked that a correction be made to our last set of minutes: the minutes should read University of New England (not University of Maine).

Treasurer Report

Liz has a copy of the budget for 2004: to date 476 members have paid for 2004.

Meetings

2004 Spring Local Arrangement / Program Committee

Mark reported 190 people registered for this meeting. There was only one session cancelled (Promotional Technical Writing) as the speaker had pneumonia.

2004 Fall Program

Mini sessions and workshops are on the schedule for Friday. The conference will have some sessions of interest to Maine Museum attendees. The Local Arrangement group consists of Cally Gurley, Chris Beam, and Leah Weiss.

The committee will have everything ready by the June meeting.

2004 Fall Local Arrangements

Chris and Cally will work with Mary to come up with a proposed budget by Monday.

Committee Reports to the Board

All members voted in favor of accepting the following reports (no action needed).

Development Coordinator Report, Haas Award Report, Membership Secretary Report, Newsletter Editors Report, President Report, Print Coordinator Report, Outreach Committee Report.

Public Relations Report

Dan has submitted his resignation so Mary, Rutherford and Paul will discuss Dan's replacement. Dan is hoping to work as ex-officio with outreach to work with town clerks.

Dan has been working with town clerks and town officials to get feedback about their relationship/participation with NEA. Over 50% of the clerks who responded said they would like to receive information from NEA about records management.

Education Committee Report

Karen noted that the Spring meeting did very well: only one workshop was closed due to no registrations. All other meetings had good attendance. The group discussed having a Primer Workshop "Talk to an Archivist". Karen said the group is looking into a workshop-like program for members and non-members. Two questions: 1) SAA workshop at MIT, advanced program for (co-sponsor) members: we arranged for facilities and mailing labels, MIT donating refreshments and in turn we get one free registration. *All members voted in favor.* 2) Also labels are needed for the NHPRC symposium: NHPRC Symposium free at Northeastern University. *All members voted in favor of giving labels.*

For the Arrangement and Description workshop at the JFK Library, we need to do our own publicity and our own mailing. The committee would like to have one registration fee of \$45 for members and non members – one fee would keep it open as possible to include everything and also get manual that they can take away. The board felt that it is good to give people who are members a discount so we would support two different fees but not have a large gap: \$45 and \$50 or \$40 and \$45. A motion was made to charge members fee of \$40.00 and non-members fee of \$45 and the option of joining NEA for the rest of the fiscal year (\$60.00 value) for an additional \$15.00. *All members voted in favor of the fees.*

Hale Award Report

Eleven applications were received for the Hale Award; this was great but made it very difficult to measure and make a decision. One application was withdrawn; eight applications were to attend conferences and workshops and two were for research work/applications.

Bridget noted that the group will discuss/review the matrix

To reach NEA officers, please
see contact information on the
NEA Web site at:

www.newenglandarchivists.org

used to measure participants. It was very difficult to decide with the current matrix. Tracy Messer from the Crooked Mountain Foundation received the award.

Membership Committee Report

It was noted that four out of the five members' terms expire after this meeting.

The board should use the lists to post vacant positions: Mary can use one posting to list all available vacancies. A form has been drafted to get all current email contact info. Will use list serve to remind people to send out forms. Beth can make formal recommendations for a new Chair. Beth would like to stay on the membership committee and she was member of the directory task force, so this will help the new group from starting from the beginning.

Email Coordinator Report

No Report.

Web Committee Report (see Old Business)

Anne and Jessica reviewed the report and highlighted several issues.

1st Issue – The structure of the Web Committee is such that the committee is required to gather all content, and this is a major issue. In light of this the committee used the current descriptions to construct the proposed descriptions/positions.

2nd Issue – The Board needs to decide on a way to manage the Web site more professionally in the future. The meeting participants went into a free flow discussion of going to a pre-paid service and also the distribution of providing content. The group discussed using the same person who does our newsletter (Steve Culp). The board will investigate hosting and will do it if we can afford it; the board needs some quotes and quotes for various tiers—a cost to maintain the site and also to give us a template for submitting material. The Board will make a decision at the June meeting.

**National Archives
at College Park trusts
Spacesaver to preserve
their collection...
You Can Too!**



**Call Systematics
Today For Your
FREE Space
Efficiency Survey !**



The pull-out shelving fully utilizes the rooms' perimeter and adds 80,000 cubic feet of storage space.





SYSTEMATICS, INC.
Authorized Spacesaver Area Contractor
9 Otis Street
Westboro, MA 01581
1-800-229-8393 Ext. 13
Contact Jane McDonald
jmcDonald@systematicsinc.com
www.systematicsinc.com

The use of mobile systems at the time of construction saved 1,000,000 square feet and allowed NARA to meet budget goals.

Mobile system

- Stores 2 million cubic ft. of material
- Utilizes 692,572 square ft.
- Saved 1,000,000 square ft.
- More than 2,000 carriages
- Uses 80,000' of rail
- Requires 520 miles of shelving
 - 80,000 sections of textual records
 - 1,600 sections of cold storage
 - 500 sections for light storage
 - 15 miles of recessed rails

Mobile extensions

- Gained 165,000 cubic ft.

QuickSpace® pull-out shelving

- 3,161 pull-out units
- Gained 80,000 cubic ft.

Please visit us online at
www.newenglandarchivists.org
 for more information
 about becoming a member of NEA

Rutherford thanked Jessica, Anne, and Kathleen for all of their work.

Old Business

Recommendations for the NEA Web Committee

See Web Committee Report.

Meeting planning group

The board talked about getting this group together but Rutherford will talk with Mary about this matter and bring this back to the board members.

New Business

NEA design/logo for stationery and Web

Rutherford announced that the NEA design logo has lost the curly mark in the logo.

The following people/liaisons were appointed:

- Liaison to Education = Brenda Lawson
- Liaison to Outreach = Tom Hyry
- Liaison to Membership = Bridget Carr
- Liaison to Newsletter = Bridget Carr
- Liaison to Web = Anne Sauer
- Liaison to Hale = Bridget Carr

New positions are needed for the following people:

- Print Coordinator – Diane Yount
- Newsletter – Ellen ends in July / Chris ends in October
- Public Relation – Dan McCormick

Next meeting date and adjournment

The group decided to meet at NEDCC Thursday June 17, 2004 from 10:00 – 2:00. The optional date is Tuesday June 15, 2004 10:00 – 2:00.

The meeting adjourned at 11:55 AM. ☺

New Members

- Deborah A. Richards

D. Jordan Berson
 PBS/WGBH Educational
 Foundation

Jennifer Betts

Elise Bochinsky
 Fairfield University

Alison Bozzi

Barbara Brown
 Lawrence History Center

Ted Buswick
 Boston Consulting Group

Sarah Campbell
 Holyoke Public Library

Linda L. Carroll

Susan E. Cirillo
 Southern Connecticut
 State University

**Connecticut College
 Archives**

Devon Dawson
 Holyoke History Room
 and Archives

Linda Eppich
 Preservation Society of
 Newport County

Paul Foos
 Primary Source

Greer Hardwicke
 Brookline Preservation
 Commission

Nicole Hayes
 Harvard Business School

Suzan Hirsch
 Hebrew College

Alice Howe
 Old Sturbridge Village

Benjamin Johnson
 Massachusetts Historical
 Society

Steve Jones
 Beinecke Library, Yale
 University

Karen Kilgore
 Massachusetts Military
 National Guard
 Museum

Susan Stowe Kindstedt
 Portsmouth Athenaeum

Danielle Kovacs
 UMass Amherst

Kelli LaVecchia
 Johnson & Wales University

Kira McGann
 J.V. Fletcher Library

Giordana Mecagni
 Schlesinger Library -
 Radcliffe Institute

Heather Mitchell

Albertina Maria H. Rua
 Harvard College Library
 Technical Services

Sarah Shaw
 Brown University

Shalva Siegel
 Hebrew College

India Spartz

Janet Wo
 Friends of Montpelier

Carole Zapp
 Mystic Seaport Museum

NEA Spring Meeting 2004 Session Reports

Newspapers in the Archives

- *Martha Harmon*

Three staff members from the American Antiquarian Society presented the session “Newspapers in the Archives.” Tom Knoles, Curator of Manuscripts, outlined the history and impressive collections of AAS – books, papers, graphic arts, manuscripts, and the largest national collection of American newspapers. The library admits to all the usual intellectual and physical challenges with storage and accessibility of diverse materials, including preservation problems with newspaper clippings and scrapbooks.

Vincent Golden, Curator of Newspapers and Periodicals, addressed the question of accessibility to the contents of newspaper articles, obituaries, and advertisements. He cited the Illinois State Library’s innovative “self-creating” indexing project. Patrons add to the index each time they use the collection by listing the name, event, and date on a request slip – the request slips create the index. Small historical societies could use volunteers for an indexing project in the same way the Illinois Institute of Technology used student labor for its “Fit to Reprint” project in 1999. With a small grant for a scanner and related microfilm costs, students (volunteers) scanned pages, capturing headlines, captions, articles, and dates on the first page of each newspaper, with whole images for subsequent pages. The microfilm became the record, the original newspapers were stored, and the searchable digital images are now used far more frequently. Mr. Golden also suggested creating an index table in Access – “Not hard work, but time consuming.”

Babette Gehrich, Chief Conservator, reviewed the history of paper production, composition of paper, and basic preservation standards. Bound newspapers should be kept flat, up to five volumes in a stack; unbound newspapers should be unfolded to the original fold and stored flat. Use lignin-free folders and place fragile, brittle or important newsprint in polyester sleeves and/or a box. She suggested these rules for clippings: review for either informational or artifactual use; make a good quality photocopy; do not use

originals if possible. It was also recommended to use large book cradles (made from foam or plastic and opened 125 degrees) for newspapers used in the research room.

Question time included a discussion about scrapbooks and alternative preservation strategies: interleaving with buffered paper, photocopying, and digital preservation. Gehrich suggested several New England vendors for difficult preservation projects. AAS is accepting donations of pre-1877 newspapers for its collection, with a free microfilm of the material in return. A word of warning about microfilm quality noted that bad microfilm is more expensive in the long term. It is always best to save originals whenever possible because we do not know how technology will change in the future. But if originals cannot be kept, then every effort must be made to ensure that a high-quality microfilm (or other surrogate) has been made and inspected before disposing of the originals.

EAD: A Conversation on Cooperation

- *Sheila Reardon Spalding*

This session, chaired by Michael Rush of the Massachusetts Historical Society, fostered a dialog on the need for regional Encoded Archival Description (EAD) collaboration. Three EAD practitioners shared their experience and views and solicited questions and feedback from session participants.

Karen Spicher of the Beinecke Library at Yale University summarized existing resources supporting the implementation of EAD. Ms. Spicher mentioned the Web sites maintained by the SAA EAD Roundtable, Library of Congress, and RLG. She also highlighted regional resources, including previous NEA workshops and consortial projects listed at the SAA EAD Sites Annotated page, in particular North Carolina’s ECHO. She suggested that the North Carolina EAD project is a good model and has excellent documentation. Ms. Spicher concluded that there are many sites documenting EAD, plenty of related tools and education available to those implementing EAD, but a need still exists for ongoing EAD support.

Susan von Salis of the Harvard University Art Museums provided an overview of the Harvard/Radcliffe Digital Finding Aids Project that produced OASIS (Online Archival

Search Information System). She mentioned seven benefits of collaboration:

1. Centralizing resources led to an increase in knowledge and technical expertise.
2. Archivists learned to be more flexible with the layouts of their finding aids.
3. By comparing the intellectual structure of finding aids, archivists were able to fine-tune them for optimal results.
4. Having a large number of participants in a cooperative effort sustains project longevity — as people leave, the ideas are carried on by others.
5. Easy access to colleagues for discussing ideas fosters an ongoing dialog.
6. No need to “reinvent the wheel.”
7. Group efforts harbor a spirit of camaraderie.

Ms. von Salis closed by arguing that there is a need for an EAD consortium within the New England region.

Susan Pyzynski of Brandeis University Libraries reviewed the implementation process at Brandeis and discussed two main points: resources she found helpful and things that would be useful today. She mentioned that Duke University’s EAD documentation provided guidance, and other helpful resources included the Online Archive of California EAD Toolkit, the EAD Cookbook, and the Cornell Institute for Digital Collections’ stylesheet. Ms. Pyzynski expressed concern over the current lack of up-to-date resources. The EAD Application Guidelines and the EAD Cookbook are both awaiting an update for EAD 2002. This lag creates problems as more archives plan to implement EAD but current support resources are not available.

A lively discussion emphasized a demand for regional EAD cooperation. Participants expressed a need for regional support, arguing that the EAD listserv and Roundtable are intimidating forums for basic help. Others argued that a larger need is creating an infrastructure to help smaller institutions deliver EAD. Participants agreed that NEA should be involved with any regional EAD collaboration.

Nicole Bouché of the Beinecke Library suggested a conference of major regional EAD institutions to discuss a business model and funding for a consortium.

Acquisitions, Access & Advocacy: Collections Containing Personal Health Information & Other Sensitive Information

- Tracy Messer

Amee Felker, Senior Records Appraiser, NARA, summarized the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and how it impacts access to records.

- *HIPAA*: is a federal law designed to insure privacy of protected health information (PHI) and applies to information received, maintained, or transmitted electronically. The law became effective April 14, 2001 and has no sunset provision. It preempts all *less stringent* state laws. HIPAA applies to “covered entities” (hospitals, universities, and insurers) as well as hybrid entities and business associates.
- *Title II*: is the section that regulates disclosure of PHI (both with and without an individual’s authorization) such as: medical data; names; various identification and phone numbers; date elements; addresses; and can even include photographs and paintings.
- *Implications*: Review your records management policies and procedures. One of the law’s objectives is to standardize administrative transactions, including storage and retrieval. Violations may result in civil and criminal penalties. When in doubt, consult your General Counsel.

Few hospitals have established archives and those that do are typically staffed by part-time employees or volunteers. As the full-time archivist at Children’s Hospital, Boston, Jason Larson explained why his organization established an archives (separate from the medical records department) eleven years ago.

- *Why have an archives?* Just as patient records are critical to a doctor, institutional records are critical to the leadership of an organization. They provide insight into past

decisions and solid information for future ones. Information can be used to preserve (or change) organizational culture. Staff turnover makes records more valuable in the absence of memories. General Counsel may rely upon records to establish property rights or resolve litigation. Public Relations staff uses archival materials to manage the organization's reputation by documenting its achievements and learning from its mistakes.

- *Management Tips:* 1) Form a collections development policy using your mission statement as your guide; 2) Focus on content vs. format; 3) Strive to shift the perception of the archives from a storage facility or museum to a knowledge management resource.

Donna Webber, Manuscripts Librarian, Countway Library of Medicine, explained how privacy restrictions impact access to the Countway Library's Rare Books and Special Collections (RBSC), the largest medical manuscript collection in the US, containing mostly unprocessed materials dating back to 1782.

- *Why not open unprocessed collections?* PHI may be found throughout the RBSC. Until restricted material is identified, entire collections remain closed.
- *Harvard Access Policy:* Fifty years for administrative records and eighty years for private information.
- *HIPAA:* General Counsel has determined that Harvard is not a "care-giving entity." Therefore, RBSC no longer must close records with PHI less than eighty years old.
- *IRB:* Through the Institutional Review Board process, users can apply to use the collections.

Juggling or Balancing: What You Can Do When Your Life Feels Like a Three-Ring Circus

- Paul Carnahan

If you had walked into Higgins 154 on Saturday morning you may have discovered a handful of archivists, their shoes off, engaged in a relaxing exercise. This was part of Sarah Dolliver's presentation "Juggling or Balancing: What You Can Do When Your Life Feels Like a Three-Ring Circus."

Dolliver described "juggling" and "balancing" as a continuum and told participants that they can decide where on this continuum they want to live their lives. She described several aspects of these two different approaches to life. The juggling lifestyle, for example, is externally driven by a self-imposed desire never to let anyone down, whereas the balanced lifestyle is internally driven by a desire for personal fulfillment. The person who is trying to juggle his life puts himself last, as compared to the balanced person who puts himself first.

Dolliver, who works as a personal coach, explained that a juggling lifestyle has personal costs in terms of physical, mental, and emotional well-being; people living a juggling lifestyle are worn down, moody, and in a reaction mode. The alternative that she presented to her audience is a balanced lifestyle; people taking this approach to life are more resilient and receive more fulfillment from life. Someone who is in juggling mode defines success by what the community considers "normal" and prioritizes things as "Do-Have-Be." Someone who is in balanced mode defines success internally by what is "natural" and sets priorities in a "Be-Have-Do" sequence.

Although not directly related to archival issues or practices, the session offered archivists a new approach to their personal and professional lives.

Digital Capture: Issues and Trends

- Rodney Obien

This session sought to provide an overview of digital capture. The topic is timely as digital photography and scanning are increasingly being used to capture current events and to reproduce photographs and important documents. The session took place on Saturday at WPI.

Session panelists included Greg Colati, Director of Digital Collections and University Archivist at Tufts University, and Paul Dunkel of the digital imaging firm The Archival Image. Nancy Richard, Director of the Library and Special Collections at the Bostonian Society, chaired the session and was also a presenter.

Greg Colati, in his presentation "Scan it Once, Use it Often," offered a primer to concepts and concerns dealing

with the quality of digitally captured images. Colati began with a discussion of the five principles of digital collections which are interoperability, reusability, sustainability, authenticity, and scalability. Of these, he emphasized reusability as it relates to image quality; higher image quality offers more options for reusability. Colati outlined the factors determining image quality: resolution and bit depth. He gave examples of how resolution and bit depth effect image quality. Colati noted that high quality images create large data files and require better equipment to capture, manipulate, deliver, and store images. He further discussed how high quality images will reduce the handling of originals and will not increase cataloging work.

Paul Dunkel's presentation provided a technical overview of digital capture equipment. He explained the science behind scanning technology. He discussed the differences between flat-bed and drum scanners. He explained how digital cameras functioned and discussed the scan-back camera, one of the latest innovations in digital camera technology. Dunkel discussed printer technology and archival giclée prints. He also touch on storage options for digital images such as network servers and gold CD-Rs.

Nancy Richard offered "The Top 10 Reasons to Digitize." These were her reflections on the efforts of the Bostonian Society to digitize its archival collections. Reasons given to digitize: [#10] it's not electronic records, records management, or processing huge collections of administrative records (sometimes you just have to do the things that are going to be fun); [#9] we had a valuable collection that deserved a broader audience; [#8] digitization decreases the handling of originals; [#7] patrons have more options for viewing and selecting images with off-site access; [#6] digitization streamlines your workflow and gives you more control over the process of reproduction; [#5] digitization offers a means to gain a better understanding of our holdings; [#4] digitization offers a means to collaborate with other institutions and expand your resources; [#3] digitization increases the visibility of your institution and its contribution to preserving history; and [#2] digitization reduces staff time to process reference requests. The final reason was for researchers. "It's what genealogists demanded over twenty years ago," Richard stated, "when they imagined that computers would bring instant access to our collections. So why not give it to them?"

Records Management in Religious Archives: What Works & What Doesn't

- Heidi Marshall

Twenty people attended this breakout session in which three archivists from different denominations—Catholic, Congregational, and Shaker, engaged in a discussion of problems and solutions to records management issues in religious archives through the lens of each speaker's particular repository. Tina Agren, Sabbathday Lake Shaker Village Library in Maine, spoke of the library's records management program and the process by which problematic areas were identified. Jessica Stetyler, Congregational Library, Boston, discussed records management through her repository's cataloging and deaccessioning program. Robert Johnson-Lally, Archdiocese of Boston Archives, presented a nuts and bolts overview of records management issues faced by religious archivists and outlined some simple steps to take toward taming such records management problems. The session was chaired by Maggi Gonsalves, Archdiocese of Boston Archives.

Research Papers

- Julie Bartlett

Daniel McCormick, Archivist for the Town of Burlington, Massachusetts, received the Hale Award in 2003 to fund "A Survey of Archival Activities in New England Town Halls." The project is not yet completed, but McCormick shared his preliminary findings. His survey, sent to all town clerks in New England, consisted of twenty questions that asked the town clerks about their archival awareness, programming, activities, and goals. McCormick was pleased with the enthusiasm, positive responses and general comments he received. The results showed the relationship between the town clerks, their archival records, and their administration. It also showed what levels of conservation and preservation activities were being performed. This survey will help NEA education and outreach committees better serve the needs of town clerks.

Molly McCarthy, Mellon Post-Dissertation Fellow at AAS, reported on her research with nineteenth-century pocket diaries. In the nineteenth century, women and men began using pre-formatted diaries in new ways. Using the

example of a Lowell mill worker, McCarthy showed how a pocket diary similar in format to a modern planner or datebook was used to record daily activities. In the nineteenth century, however, this was still a diary and events were recorded after the fact. The pocket diary was not yet seen as a book to write down future events. The pre-printed pocket diary provided a small space to write for each day to record basic social and economic activity rather than the traditional diary with unlimited space. The mill girl, for example used her diary to note her social activities outside of work such as attendance at lectures. She also kept track of her purchases, expenses, and recorded when and what she was paid.

Innovative Volunteer Projects

- *Susan D'Entremont*

The speakers at this session were very enthusiastic about the role volunteers can play in helping paid staff complete important projects that otherwise might perpetually remain on the back burner. Two of the speakers described specific projects at their institutions, and all three speakers provided tips for making volunteer projects successful.

The first speaker was Sean M. Fisher, Archivist for the Massachusetts Department of Conservation and Recreation. He described the gradual evolution of an idea which finally resulted in 3,950 dry plate glass negatives being cleaned and rehoused in two days by 120 volunteers. Without the volunteers, Mr. Fisher estimated that it would have taken him four months working six hours a day on the project to achieve the same end!

Maria Bernier, Ships Plans Librarian at Mystic Seaport and session chair, spoke about an online data entry project in which she managed the work of sixty off-site volunteers over the course of two years. Prior to setting up the volunteer project, the Library had scanned forty-four years worth of nineteenth-century American shipping registers. Although the staff was very excited about being able to get this high-demand material online, they realized that the registers would have limited research value unless they could be easily searched. To solve this problem, they decided to use off-site volunteers to create a searchable database of the information found in the registers. Ms. Bernier and the Mystic Seaport IT staff designed an online data entry

form that volunteers could fill out from the comfort of their own homes. Volunteers would view a page of a scanned register, transcribe the pertinent information from the register onto the form, and send the completed form back to Mystic Seaport. During the span of two years, these volunteers provides a total of 5,584 hours of work and entered information on 1,530,000 records. Much of the data entered is already available to the public online.

The final speaker was Kerri Sandberg, Director of Volunteer Services of the United Way of Central Massachusetts. She spoke on recruiting and retaining volunteers in today's environment where few people are able to make a long-term commitment to a regular volunteer job. She stressed the importance of providing continual feedback to volunteers and putting the same time and effort into managing them as you do paid staff. She also discussed the advantages of recruiting a volunteer with human resources experience to help you develop a strong volunteer program.

The three speakers all had similar advice to people creating new volunteer projects: clearly plan the project before beginning the work; advertise volunteer opportunities widely; consider non-traditional volunteers, such as high school students and off-site workers; develop short-term volunteer projects; provide opportunities for volunteers to work in the evenings and on weekends; communicate with your volunteers constantly and provide recognition for a job well done; do not underestimate the ability of non-professionals to do a job accurately after receiving the proper training; and, most importantly, have fun!

Managing Descriptive Overhead

- *Michael Rush*

The Saturday plenary session, chaired by Megan Sniffin-Marino, featured presentations by four archivists from institutions of varying size whose responsibilities include managing a variety of new and old descriptive tools.

Brenda Lawson of the Massachusetts Historical Society (MHS) summarized the legacy of cataloging and descriptive systems that dates back to the Society's founding in 1791. The MHS has a long history of item cataloging, as well as paper-based finding aids. Those older descriptive

methods now live alongside collection-level MARC records, EAD- encoded finding aids, and digital projects. Ms. Lawson emphasized the challenge faced by new staff of learning the various systems and that the descriptive projects rely on grant funding. She concluded by stating that the online catalog and EAD have increased demand and expectations for both descriptions of and access to collections.

Clare Sheridan of the American Textile History Museum (ATHM) discussed the problems of providing access to collections with very little staff and funding. The primary access tool to the collections at the ATHM is a custom-built database from 1987, requiring intensive reference assistance for researchers. In order to ensure access to collections after her retirement, Ms. Sheridan applied for an NHPRC grant to catalog 720 collections and encode a selection of published finding aids in EAD. She reported that the grant successfully led to cataloging those collections, but the implementation of EAD was problematic for a small institution with no IT support, and relied on a consultant and a vendor.

Robin McElheny of Harvard University Archives traced the history of Harvard University Archives (HUA) and the descriptive challenges it faces as a large university archives. HUA uses several overlapping descriptive tools: some public, some internal, and none complete in their coverage of the holdings. Public access tools include paper finding aids, a local OPAC, a visual materials database, and an EAD database. Internal tools include online and paper-based collection management systems. Problems include multiple access points, little interoperability, a history of non-standardized practices, and inefficient workflow. Ms. McElheny identified the main descriptive challenges at HUA: making resource discovery easier with more information in the local OPAC and the internal collection management system, and changing work patterns to accommodate the new systems effectively while still maintaining legacy systems.

Chris Burns of the University of Vermont (UVM) gave a brief history of the Special Collections at UVM and summarized the descriptive challenges they currently face. Manuscripts are cataloged in a MARC database separate from the library catalog, a distinction that creates some confusion. Not all collections are described in MARC, so some collections have become more visible where others

have become less visible. A Dynaweb-based EAD database is useful for remote access, but needs to be migrated to EAD 2002 and a new delivery system. Mr. Burns identified several key challenges: explaining the different systems to researchers, keeping the components of description moving forward, simplifying descriptive tools and making them work together better, and prioritizing time and resources.

The PATRIOT Act: How Should Archivists Respond?

- Margaret Gonsalves

With nearly one hundred in attendance, this plenary session opened with attorney Kathryn E. Abare, of Bowditch & Dewey, L.L.P., defining the U.S.A. PATRIOT Act, the short form of its full name, "Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism." She explained how the new law affects student and business records, information technology, and foreign students and faculty; she specifically addressed how it changed the Federal Education Rights and Privacy Act (FERPA) and created the foreign visitor tracking system known as SEVIS (Student and Exchange Visitor Information System).

Abare offered suggestions for when archivists are presented with a request for documents or records: notify appropriate law enforcement of requests as well as your institution's point of contact person and/or attorney; do not respond or produce any documents until told to do so by authorized personnel; cooperate with law enforcement agency personnel; and always ask for appropriate paperwork and notify your institution's law enforcement authority.

According to Peter Hirtle, Director of Instruction and Learning, Cornell University, archivists do not have a lot to worry about regarding the act. His explanation for why Americans are worried is that our country was founded with civil liberties in mind and this act is seen as threatening these liberties.

Hirtle addressed the privacy and confidentiality concerns surrounding the PATRIOT Act. Americans associate reading anonymously as one of their freedoms, thus defin-

ing who we are as readers and how we think. According to Hirtle, patron library records have always been subject to subpoena; the PATRIOT Act has simply made the ease of searching much easier. The Federal Information Surveillance Act of 1978 (FISA) is aimed at regulating the collection of “foreign intelligence” information to further U.S. counterintelligence. Since its inception in 1979 there have been 14,000 requests submitted to the court to obtain information; all of the requests have been granted. Yet, Hirtle said, archives, by their very nature of holding older information and records, have a much lower likelihood of PATRIOT Act requests being ordered.

Hirtle had several suggestions for archivists and academic librarians when approached by government agencies requesting patron or corporate records via the PATRIOT Act:

- Establish written tracking policies. Report any contact with law enforcement to your supervisor and the appropriate legal council of your institution.
- Staff should not provide any information to law enforcement without checking with their supervisor first. Get to know the local police and FBI representative for your institution’s area.
- Review record retention policies. There is nothing in the U.S. PATRIOT Act that states record requests must be kept or created. The immediate destruction of requests may not be a bad idea.
- Get politically involved if you are really concerned about the Act.

Hirtle said the record retention implications of the U.S.A. PATRIOT Act are justified by a history of government abuse. There is a need for the FBI to be held accountable for their actions.

The audience had only one question: what about the proposed Part II of the Act? Abare answered that Part II is intended to make permanent many of the provisions found in Part I and because of the growing concerns the proposed PATRIOT Act Part II will reappear under a new name.

This session was arranged and chaired by Heidi D. Marshall, New England Province Jesuit Archives. ☺

News and Notes

CONNECTICUT

Ruckus! American Entertainments at the Turn of the Twentieth Century

Drawn chiefly from the Yale Collection of American Literature, this new exhibition at the Beinecke Library includes a broad range of materials relating to popular forms of entertainment during the late nineteenth and early twentieth centuries, including Vaudeville, Minstrel Shows, “Tom” Shows, Burlesque, and Wild West Shows.

Before the curtain closed at the end of many nineteenth-century minstrel shows, singers, female impersonators, dancers, musicians, and tumblers of the cast united to perform one final song-and-dance number. This finale was known by many names: the walk-around, the hoedown, the exit march, and the general ruckus. The tradition continued irregularly as the minstrel show’s second act, the “olio” as it was called, evolved into the variety program of the vaudeville stage. Popular vaudeville bills included an array of performances from sister acts to magicians, acrobats to dog acts, trapeze artists to clowns, and comedians to musical acts. During the height of its popularity, there were more than two thousand big- and smalltime vaudeville theaters across the country running hours-long shows twice a day.

Other popular entertainments competed with the vaudeville theater circuits for the attention of the American public. Long before the addition of kooch dances and striptease, early burlesque shows were famous for their “lady minstrels” and grand choruses of girls in flesh-colored tights. The burlesque stage was also known for its comic parodies of classical and popular drama and its own version of the full-cast finale, known as the Amazon parade.

In popular plays of the period, realism was the vogue. To affect a sense of reality, real objects and animals were substituted for stage props; all manner of things appeared on stage from horses to trees to fire engines. One company performing Harriet Beecher Stowe’s *Uncle Tom’s Cabin* boasted the appearance of real hunting dogs. Historic events in the expansion of the American West were reenacted on stage as western melodramas by the Buffalo Bill Combination, led by the famous frontiersman, William F. Cody. These sensational, if often historically inaccurate, popular stage shows

were soon moved to outdoor arenas. Wild West shows became a staple in American entertainment, but the most famous by far was Buffalo Bill's Wild West Show.

"Ruckus! American Entertainments at the Turn of the Twentieth Century" recalls these popular divertissements in all their variety and vivacity and celebrates the performers, both the famous and the forgotten, who were at the heart of the period's most lively amusements. The exhibit runs through August 13 at the Beinecke Library, 121 Wall Street, New Haven, Connecticut. The library is open Monday-Thursday, 8:30-8:00, and Friday 8:30-5:00. For more information, call (203) 432-2972, or visit <www.library.yale.edu/beinecke>.

MAINE

Montpelier and Maine Historical Society to Microfilm Knox Papers

Montpelier, the General Henry Knox Museum, will embark on a significant microfilming project in collaboration with the Maine Historical Society. Thanks to generous financial support from the MBNA Conservation Grant Program and a grant from the Maine Historical Records Advisory Board, the two organizations will microfilm the General Henry Knox Collection housed at the Maine Historical Society Research Library, after which a copy will be available for use at Montpelier. The Henry Knox Papers, well over 16,000 documents, date from 1715-1839. They were donated to the Maine Historical Society sometime before 1923.

"We are thrilled to be working with the Maine Historical Society on this project," said Friends of Montpelier President Renny Stackpole. "The information contained in this collection will serve as the backbone of the Friends of Montpelier's planning process as we proceed to restore the mansion, create landscaping, and expand our educational programs." The collection is expected to be a valuable resource for local historians and genealogists, as well as researchers interested in the decorative arts. This project is significant not only because of the importance of the collection, but because microfilming projects of this magnitude are not often undertaken in Maine.

General Henry Knox was a hero at Bunker Hill, a trust-

ed advisor to George Washington, an influential early business leader in Maine, and a key figure in American Colonial history. Through his wife Lucy he inherited and acquired most of the Waldo Patent, which stretched from Waldoboro to Belfast, Maine. In 1795, after his term as the country's first secretary of war, he and his family moved to Thomaston in order to develop his lands. Arranged in four series of records—financial, land, personal (including bills of sale for household items and books), and correspondence—the Knox Collection contains fascinating information on myriad dimensions of Federal-period life, as well as the settling and developing of mid-coast Maine. Receipts reveal how Knox built, decorated, furnished, planted and lived in Montpelier. Business records document the shipping, farming, brick-making, and lumbering businesses he began in mid-coast Maine—important trades in Maine's early history. Lists of workers and their wages as well as employment agreements are part of these records. The collection also includes many land records pertaining to the Waldo Patent, including maps, lists of inhabitants, and land deeds from sales Knox completed. A selection of these documents is currently available for viewing at Maine Historical Society's digital museum, the Maine Memory Network, at <www.mainememory.net>.

The Maine Historical Society began preparing the collection for microfilming in late March. The microfilming process is expected to take six to eight months, at which time a copy of the microfilm will be delivered to Montpelier. The project should be completed by December, 2004. For more information about this project, please call Ellen Dyer at (207) 354-0180.

Women and Health in Maine: From Midwifery to Modern Health Practices

The Maine Historical Society presents "Women and Health in Maine: From Midwifery to Modern Health Practices," a small display in conjunction with the "Women, Health and Representation" conference of the Maine Women Writers Collection at University of New England.

From midwifery to modern health practices, women have been practicing medicine in Maine throughout the centuries. These collections of the Maine Historical Society Research Library will introduce how women have learned their practice and shared their methods within their com-

munities. Items in the exhibit include photographs, printed materials, trade cards, broadsides, and manuscripts, and cover midwifery, nineteenth-century medicine, nurses and nursing education, female physicians, social reform for the mentally ill, spiritual healers, war-time nurses, and patent medicines.

On view through the end of the summer, the display is open during library hours at the Maine Historical Society, in the Research Library Lobby, through Friday, August 27, 2004. Tuesdays-Saturdays, 10:00 a.m.-4:00 p.m. (closed holiday weekends). 485 Congress Street, Portland, ME 04101. (207) 774-1822. The exhibit is free and open to the public.

MASSACHUSETTS

BPL to Offer Local History and Genealogy Lecture Series

The Boston Public Library will offer its 2004-2005 Local History and Genealogy Lecture Series beginning on September 29, and running through May 25, 2005. Lectures will be held on Wednesdays at 6:30 p.m. at the main library in Copley Square, in the Mezzanine Conference Room.

Topics this series has covered include how genealogists can use census, naturalization records, and passenger lists, and exploring maritime history through records of New England's custom houses. Upcoming lectures will include local authors, the city archaeologist, and others. The individual programs have not all been set: these will be listed on the Library's events Web site, at <<http://www.bpl.org/news/upcomingevents.htm>>. You may also call the Library to obtain additional information, at (617) 536-5400. All lectures are free.

Boston Schools Desegregation-Era Records Project

The Boston Schools Desegregation-era Records Project is an initiative of the City of Boston Archives (a division of the Office of Boston City Clerk) to arrange, describe, and preserve several hundred cubic feet of Boston Public Schools legal and administrative archives documenting the

implementation of court-ordered desegregation in the 1970s and 1980s. The project, funded by an NHPRC grant awarded in 2003, will produce published finding aids; locate, identify, and preserve other extant desegregation-related records not yet collected; and mount a traveling exhibit marking the thirtieth anniversary of Judge W. Arthur Garrity's court order of June 21, 1974. Beyond the scope of the NHPRC-funded project, the City Archives is planning a coordinated effort with other area institutions to promote the use of primary source documentation on the history of Boston School desegregation for research, education, and public discussion. These institutions include the Boston Police Archives, the John Joseph Moakley Archive at Suffolk University, the Massachusetts State Archives, the Massachusetts Supreme Judicial Court Archives, UMass Boston, the Schlesinger Library, Northeastern University Archives, the Boston College Burns Library, and the WGBH Media Archives.

You can learn more about the project at <www.cityofboston.gov/archivesandrecords/desegregation>.

Nantucket Historical Society is Awarded Kresge Grant

The Nantucket Historical Association is pleased to announce that it has been awarded a challenge grant of \$500,000 from the Kresge Foundation. The grant is intended to assist the NHA in raising the balance of funds required to complete the restoration and renovation of the Whaling Museum, 13 Broad Street, Nantucket.

"In order to receive the grant, the NHA must raise an additional \$2.2 million this year toward our total goal of \$21million. This is a great time to invite the whole Nantucket community to support the museum project and to add to the NHA's endowment fund," said capital campaign chair and NHA trustee Marcia Welch.

The goals of the NHA's capital campaign are threefold. First, the NHA is building a first-class museum facility on Broad Street. In restoring the Whaling Museum (Hadwen-Barney candle factory built in 1847), renovating the Peter Foulger Museum, and linking the two buildings to provide additional climate-controlled exhibition galleries, the NHA will have more of its collection on display and accessible to all. Second, the NHA wants to increase its endowment fund from its present \$2 million to \$10 million, an amount that

will produce the funds needed to better preserve its twenty-five buildings and sites. The goal to renovate the former Fair Street Museum into a state-of-the-art facility to house the NHA research library and archives was achieved in April 2001 and is regularly used by scholars and researchers.

The museum will reopen in the spring of 2005 as a year-round educational center for islanders and visitors. For more information about the NHA's capital campaign, please call associate director/director of development Jean Grimmer at (508) 825-2248, ext. 11. To learn more about the NHA, please call (508) 228-1894, ext. 0.

Massachusetts Towns in American History: Bringing the 17th and 18th Centuries to Life in the Classroom

The Bay State Historical League and the Massachusetts Studies Project (MSP) announce a summer 2004 professional development opportunity for teachers. This

five-day Summer Institute will "localize" the social studies curriculum, drawing upon the Massachusetts State Archives, local historical societies, and other community resources to teach about America in the seventeenth and eighteenth centuries (colonial through constitutional eras). Using the MSP "Top Ten Templates for Local History," participants will develop their skills in using primary sources with students, including material objects, diaries and letters, maps, images, newspapers, town records, buildings, and cemeteries.

The workshop is intended for teachers of social studies and language arts in grades 3-12, librarians, and the education staff of historical societies. It will include lectures by experts in Early American studies, presentations by staff from local primary source repositories, discussion with master teachers, lesson plan development activities in grade level and interest subgroups, and field trips to local Historical Societies, town centers and sites, Massachusetts State Archives, University of Massachusetts Healey Library Curriculum Resource Center, and others.

SAA in Boston: Looking Back ...

SAA last met in Boston from October 19-22, 1982, at the Park Plaza Hotel. A joint meeting of NEA and SAA, it was SAA's largest meeting to date. NEA co-sponsored five sessions about the New England region and the documentation of textiles, tourism, maritime archives, and the use of historic records in historic preservation. SAA offered a single workshop at this meeting: its Microforms Workshop.

During its business meeting that year, SAA passed a resolution to call upon the President and Congress to adopt an agreement between the United States and the Soviet Union, "for the mutual, verifiable cessation of the testing and production of all nuclear armaments and for the reduction and eventual abolition of present stock supplies of such weapons," arguing that nuclear weapons would cause indiscriminate destruction of people and the records of people, and that one of the primary purposes of SAA was to preserve the nation's documentary heritage.

As SAA comes to the Park Plaza in Boston again August 2-8, 2004, many things have changed in our profession and the world we are charged with documenting and recording. Issues in Iraq and the support of statewide archival programs have been the topics of recent public statements and resolutions made by SAA.

Why come to SAA in 2004

- Take advantage of this opportunity to broaden your knowledge of archives and archival issues by attending a national conference right here in New England.
- Choose from at least a half-dozen pre-conference workshops.
- Choose from more than 75 sessions where you will hear colleagues from all over North America speak on traditional and cutting-edge archival topics.
- Connect with other archivists who share similar interests at one of 36 section and roundtable meetings.
- Find out more about SAA's 68th Annual Meeting in Boston, August 2-8, 2004 at the SAA Web site: <<http://archivists.org/conference/>>. ☺

The workshop, which is funded by the Massachusetts Foundation for the Humanities and the Massachusetts Historical Records Advisory Board, Office of the Secretary of the State, will take place August 2–6, 2004, 8:30 a.m. to 3:00 p.m., at the Healey Library, UMass Boston (MBTA accessible). One half day follow-up session to be announced. The registration deadline is July 16, 2004. The registration cost of \$125 includes all workshop materials, lunches and field trips. Register on the Massachusetts Studies Project (MSP) Web site: <www.msp.umb.edu/summer2004/>. For more information, call MSP at 617-287-7654 or e-mail <k12.msp@umb.edu>.

NEW HAMPSHIRE

Before Their Time: Child Labor Through the Lens of Lewis Hine

Before Their Time: Child Labor Through the Lens of Lewis Hine,” a New Hampshire Historical Society exhibition of early twentieth-century images by photojournalist Lewis Hine, is on view at the Peterborough Historical Society through July 16. The exhibition features fifty-six original images by Lewis Hine, a talented photojournalist best known for his images of immigrants on Ellis Island and as the official photographer for the construction of the Empire State Building. In the early 1900s, the National Child Labor Committee hired Hine to document child labor conditions around the country. While America enjoyed a period of unprecedented prosperity, many women and children in urban tenements worked seventy-hour weeks for \$4. The committee aimed to eliminate child labor abuses that excluded children from educational opportunities and often left them maimed and disabled for life.

The Hine photographs featured in the display are from the collection of the University of Maryland, Baltimore County. Nineteen of the images are of New Hampshire, including photographs taken in Manchester, Suncook, and Dover. Hine traveled to Maine, New Hampshire, and Vermont in 1909 and again in 1911-12. His photographs of children at work in mills, mines, quarries, and canneries shocked the nation into action. They were incorporated into posters from the National Child Labor Committee with messages such as “Everybody Pays but Few Profit by Child Labor.” The exhibition includes re-creations of these posters,

allowing viewers to see how the images were used to help shape public opinion. Hine’s work was indeed a catalyst for change. In 1911, Progressive Republican Governor Robert P. Bass helped to pass New Hampshire’s most sweeping child labor law. By 1914, thirty-five states had made it illegal to employ children under fourteen years of age. In 1938, federal law followed suit with the passage of the Fair Labor Standards Act.

The Peterborough Historical Society is located at 19 Grove Street, Peterborough, New Hampshire. Hours are Monday through Friday, 10:00 a.m. to 4:00 p.m. For more information, contact the Peterborough Historical Society at (603) 924-3235 or visit <www.peterboroughhistory.org>. The New Hampshire Historical Society also published a special issue of its journal *Historical New Hampshire* exploring Lewis Hine’s work on child labor and the Progressive Movement in New Hampshire. The Society provided the issue, along with a lesson plan, free of charge to school libraries throughout the state. Copies are available for purchase at the Museum of New Hampshire History Store for \$9.95 (plus \$4.20 postage and handling). To order a copy, call (603) 856-0625 or e-mail <store@nhhistory.org>.

VERMONT

The Vermont State Archives staff received an Outstanding State Employee Team Award from Governor Jim Douglas on May 3, 2004. The award was in recognition of the extraordinary work the Archives staff did in response to research in the Governor Howard Dean’s records during the Democratic presidential primaries. On ninety-five percent of all work days from July 1, 2003 to March 1, 2004 the Archives was visited by teams of researchers from the various campaigns as well as national news media. At the height of the research the Archives had to expand into additional rooms to accommodate researchers, while keeping control over the records. The staff had to copy up to 3,000 documents a day, while balancing intense national scrutiny and vigorously competitive research teams of up to twenty members each.

The Vermont general assembly passed, as part of the budget adjustment act, an appropriation to begin converting tape recordings of legislative testimony, dating back to 1985, to digital form. The Archives was assigned responsibility. The project will entail prospective, as well as retrospective, work in order to create a better recordkeeping cul-

ture within the general assembly, which is now digitally recording committee testimony.

OUTSIDE NEW ENGLAND

Heritage Health Index Survey

In July 2004, the Heritage Health Index questionnaire will arrive at 16,000 archives, historical societies, libraries, museums, and scientific organizations nationwide. This survey of the condition and preservation needs of collections will produce the first national picture of the state of artistic, historic, and scientific collections held by the full range of institutions that care for them.

“Survey respondents have a unique responsibility to assure that the evidence of our artistic, historical, and scientific heritage survives into the future,” said Dr. Robert S. Martin, Director of the Institute of Museum and Library Services (IMLS). “We cannot afford to wait to identify collections that are at risk for immediate and permanent loss. I encourage all institutions that receive the Heritage Health Index survey to complete it thoroughly and promptly.” The Heritage Health Index is administered by Heritage Preservation in partnership with IMLS.

The survey will be distributed to collecting institutions of all types and sizes in all U.S. states and territories. The Heritage Health Index will provide baseline information that is needed to guide future preservation planning and programs, target urgent needs for increased funding, and establish a more secure future for the nation’s cultural heritage. As Heritage Preservation President Lawrence L. Reger explained, “Statistics are routinely gathered on the state of our nation’s schools, hospitals, and environment, but no such comprehensive data exist on the state of our collective heritage, which is vital to the quality of life of our citizens.”

The results and recommendations that come out of the Heritage Health Index will be publicized and distributed widely and given to key national and state policy makers. The data will also give collecting institutions and their leadership a context in which to view their collections’ condition and preservation needs. The Heritage Health Index was planned with advice from thirty-five national associations and federal agencies whose constituents are collecting institutions. More than sixty leading conservation, preserva-

tion, and collections management professionals consulted with Heritage Preservation to write the Heritage Health Index survey questionnaire. It includes all major issues related to the care of collections, including environmental conditions, preservation activities, preservation staff, preservation budget, and quantity and condition of collections. Institutions that tested the questionnaire considered it a useful self-assessment, helping them gather information that could be used in long-range preservation plans and funding requests.

The Heritage Health Index has received major funding from IMLS and the Getty Grant Program and additional support from the Bay Foundation, Samuel H. Kress Foundation, Peck Stacpoole Foundation, and Gladys Kriebel Delmas Foundation. For more information on the Heritage Health Index, contact Kristen Overbeck Laise, Heritage Preservation, 1625 K Street, NW, Suite 700, Washington, DC 20006, 202-634-0033, <klaise@heritagepreservation.org>, or visit them at <www.heritagepreservation.org>.

Pittsburgh to Host MARAC Fall 2004 Conference

Save the dates of September 30 to October 2, 2004, for the Fall Mid-Atlantic Regional Archives Conference (MARAC). The Omni William Penn Hotel and City of Pittsburgh will host “The Golden Triangle: History, Archives and Records Management.” Sessions will focus on advances in archival preservation, tracking the life-cycle of records, access and control of digital photographs, collecting ethnic historical materials, and the mergers, acquisitions and scandals of religious collections, among others. The local arrangements committee has put together some exciting tours showcasing the unusual aspects and diversity of Pittsburgh, and have drawn upon the talents of J. Wesley Cowan of The Antiques Roadshow and Rick Sebak of the local PBS television affiliate as plenary and luncheon speakers, respectively. The Friday night reception in Soldiers and Sailors Memorial Hall in Oakland will be replete with period music from Civil War re-enactors camped on the grounds. For more information, contact Sue Hamburger, at <sxh36@psulias.psu.edu> about the program or Debora Rougeux, at <pern+@pitt.edu> about local arrangements. Consult the MARAC Web page for additional information and the registration form, at <www.marac.info/fall2004.htm>. ☺

Internet Tidbits

- Kathleen J. Barker, *Massachusetts Historical Society*

The recently launched Maine Music Box Project, at <http://mainemusicbox.library.umaine.edu/musicbox>, is a wonderful digital archival resource that allows users to view, play, and print sheet music and manuscript scores from the collections of the Bagaduce Music Library and the Bangor Public Library. Based at the Folger Library at the University of Maine, the Web site provides users with access to digital images of over 22,600 pieces of music. For sheet music in the public domain (approximately 62% of the collection) users can view full-size images of the cover and each page of the score, as well as listen to computer-generated audio files (requires an MP3 compatible player). For materials still protected by copyright, users will find only a thumbnail image of the item and a text record.

Collections selected for digitization span the years 1845–1990 and include unique or rare works, works of historical importance, and materials whose fragile print condition make them otherwise inaccessible. Highlights from the Bagaduce Music Library include over 16,500 pieces from the Vocal, Popular Sheet Music Collection featuring scores that represent many facets of American life and numerous musical genres, and over 2,200 scores from the Maine Collection, the largest known collection of music by Maine composers or about Maine. Other unique collections include the Parlor Salon Collection, music composed from the mid-nineteenth century until World War I and played in home parlors and salons, and Music for Two Pianos and Eight Hands, a collection of rare and out-of-print scores written for orchestras and chamber ensembles. Finally, the Haywood Jones Collection, contributed by the Bangor Public Library, includes twenty-eight manuscript scores of marches and school songs composed for local high school bands by amateur musician Haywood Jones.

Search tools available on the Web site are easy to use, but there are search tips available in the “About Maine Music Box” section for those who are not sure where to begin. Simple keyword searches allow users to search for text in score titles, composers, subjects, publishers, notes and lyrics. Users can also limit their searches to materials that include audio files. For users interested in the cover art, a separate search tool allows users to browse the collection according to subjects available on a drop-down menu or to enter search

terms such as names and subjects into a search box.

The site features two additional tools that will be especially useful for teachers and music aficionados. The “Instruction Channel” feature is a password-protected interface available to instructors who request access. Once logged in, instructors can build their own lesson plans around materials in the Maine Music Box. As an added bonus, certain scores have been made available as Scorch audio files, which were created using Sibelius, a software for writing, printing, and playing music. These audio files are interactive: users can view a Scorch-formatted score in their Web browser and listen to the score as a cursor follows the sound played back. Additional options allow users to change the key, tempo, and instrumentation of the score.

In addition to providing access to wonderful collections the site also provides users with a wealth of technical information about the creation of the Web site. For links to other libraries and archives with sheet music collections visit the Music Library Association’s Sheet Music Collections page, produced and hosted by Duke University Libraries: <http://www.lib.duke.edu/music/sheetmusic/collection.html>. ☺

2004 SAA Pre-conference Programs in Boston, MA

Building Digital Collections
August 2, 2004

Leaky Pipes and Broken Windows
August 2, 2004

Designing Usable Websites
August 3, 2004

Preserving Digitally Signed Documents
August 3, 2004

Oral History: From Planning to Preservation
August 3, 2004

Encoded Archival Description
August 2-3, 2004

Copyright: The Archivist and the Law
August 2-3, 2004

Archival Perspectives in Digital Preservation
August 2-3, 2004

Administration of Photographic Collections
August 2-3, 2004

Reviews

If Ever Two Were One: A Private Diary of Love Eternal, by Francis Ellingwood Abbot and edited by Brian A. Sullivan. New York, New York: HarperCollins Publishers, 2004. Hardcover, \$24.95. 290 pp. ISBN: 0060564113.

- Joan D. Krizack, *University Archivist and Head, Special Collections Department, Northeastern University*

This intriguing volume is more than a document of its time, a transcription of a nineteenth-century diary; it is a compelling love story. In addition, the book's own story is of particular interest to archivists. Brian A. Sullivan tells the lovers' tale through diary entries, correspondence, and poems by Francis (Frank) Ellingwood Abbot, complemented by letters from his love, Katharine (Katie) Fearing Loring, and a few by his mother. Thanks to Sullivan's skillful and sensitive editing, *If Ever Two Were One* reads like a historical novel. Remarkably, its publication arose from two reference requests he fielded in his former position as senior reference archivist at the Harvard University Archives.

Like many mature repositories, the Harvard University Archives has paper-based inventories for its older collections. To increase his familiarity with them, Sullivan made a point of examining one of them at random each time he ventured into the stacks to answer a reference question. On one of these trips, the material he pulled off the shelf was the college journal of Francis Ellingwood Abbot, Harvard Class of 1859, which begins: "If this volume should fall into the hands of any one to whom I have not myself entrusted it, I beg him at once to lay it down, and, if he cannot return it, to destroy it entirely; for in these pages I mean to write thoughts and feelings which no one but myself should know (p. 3)." A few years later when *Harvard Magazine* approached Sullivan to suggest an item to be featured in its Treasure column, he thought at once of the journal, which had impressed him as being substantive rather than reportorial. After the column appeared, an editor from HarperCollins approached Sullivan, and the book was born.

Advertised as a love story, *If Ever Two Were One* is much more than that. Peppered with references to notables such as Emerson and Thoreau, the book is a nineteenth-century record of a courtship and thirty-four-year marriage, student life at Harvard College, grief at the death of one's children, medical care, the struggle to support a family, and more.

Frank met Katie in 1857 when he was a twenty-year-old sophomore; she was eighteen. Frank was just getting over the recent marriage of Mary Susan Everett, with whom Frank had been in love, to his brother Henry Larcom Abbot. Twelve days after having met Katie, he wrote in his diary, "And I sat and thought the matter over, and I do truly believe that I love Katie well enough to choose her for my life-long partner (p. 23)." Frank and Katie *were* life-long partners. They married secretly in August 1859, but little is known of the early days of their marriage "because on January 7, 1897, the fortieth anniversary of their meeting, Frank cut the ten pages from his college journal that recorded that period (p. 119)." (Sullivan holds out hope that Katie's journal might one day be found and shed light on this period.) Katie died in 1893; on the tenth anniversary of her death, Frank took his own life on his wife's grave.

Sullivan is now a freelance writer, working on several historical editing projects and a screenplay relating to life in World War II Britain. *If Ever Two Were One* is such a good read that I am eagerly awaiting his future efforts. Oh, and did I mention that Francis Ellingwood Abbot is the great-great-grandfather of Harvard digital library projects manager (and NEA member) Sue Kriegesman? ☺

People

Cheryl Beredo, a manuscript processor on the Schlesinger Library's NEH-funded "Second Wave" project, has been awarded the 2004-2005 NHPRC Fellowship in Advanced Archival Administration, designed to give a professional archivist with two to five years of experience the opportunity to receive management training and mentoring from an experienced archival administrator. In August, Beredo will begin her project to develop a framework for documenting the environmental history of New England and to establish an environmental records collecting policy for the Massachusetts Historical Society.

Karen Arnold, Carrie Elliott, Tamara Gaydos, and Giordana Mecagni are among this year's Archival Concentration graduates of Simmons College's Graduate School of Library and Information Science.

Megan Sniffin-Marinoff has been appointed to the position of Harvard University Archivist, effective on

September 7. She succeeds former University Archivist Harley P. Holden, who held the position from 1971 until his retirement late in 2003. Sniffin-Marinoff is well known to the library community at Harvard, in Boston, and far beyond. Currently librarian and deputy director of Radcliffe's Schlesinger Library, she came to Radcliffe from MIT, where she was head of the Institute Archives and Special Collections. From 1980 to 1994 she was archivist of Simmons College. As a professor in the Simmons Graduate School of Library and Information Science, she developed its archives concentration into one of the best in the nation. In the archival profession, Sniffin-Marinoff is a recognized force. As president of the NEA, she helped to transform it into one of the strongest of the regional archival organizations. She serves on the Council of the Society of American Archivists, the Commonwealth of Massachusetts Archives Advisory Committee, and the International Council on Archives.

Obituary: Betty Furdon

Our colleague and NEA member Betty Furdon, 57, died on April 20, 2004, of breast cancer. A researcher, archivist, linguist, teacher, and activist for social justice, Betty was most recently employed at Harvard University Real Estate Services (formerly Harvard Planning and Real Estate) from 1995-2004. She was a member of the Women's Community Cancer Project, librarian at the Cambridge Women's Center, and a researcher for Political Research Associates.

Betty was a native of Arlington, Massachusetts, and a graduate of Boston State College. During her first career, Betty served as an educator, teaching French and Spanish at Holliston Middle School, from 1968-1980. She came to archives as a professional genealogical researcher, after researching her own family history. Betty conducted Boston-area genealogical research for clients, 1991-1997, and conducted non-genealogical research for the video documentary *The History of the Boston Women's Movement*. Betty worked at: Cambridge Women's Center Archives, 1995-1997; Episcopal Diocese of Massachusetts, Diocesan Library and Archives, 1987-1996; and Boston Redevelopment Authority Archives, 1986-1988. Betty also served as a researcher for *Mobilizing Resentment: Conservative*

Resurgence from the John Birch Society to the Promise Keepers, by Jean Hardisty (Boston: Beacon Press, 1999), a book on the resurgence of conservatism in the last three decades. Betty also served as the newsletter editor for TIARA, the Irish Ancestral Research Association. Betty was just as skilled at organizing people, particularly around feminist issues and funding of breast cancer research, serving as a volunteer archivist and librarian at the Women's Community Cancer Project and the Women's Center in Cambridge.

Betty is survived by life partner Mary Leno, brother William, sister Margaret Baldasaro, niece and nephew Danielle and Michael Baldasaro, and friend Jean Hardisty. *The Boston Globe* published a short obituary on April 25, 2004, and an expanded obituary on April 30, 2004. Cards and letters to family and friends may be sent to: Family and friends of Betty Furdon, 20 Acadia Park, Somerville, MA 02143-3506. Contributions in Betty's memory can be sent to: The Boston Women's Fund, 14 Beacon St., Suite 805, Boston, MA 02108-3703, <<http://www.bostonwomensfund.org>>, and Astraea Lesbian Foundation for Justice, 16 East 16th St., 7th floor, New York, NY 10003, <<http://www.astraea.org>>.

- Lisa Plato

We have lost a valued colleague with the death of Betty Furdon. Although she was always modest about her contributions, those who worked with Betty know that her participation in any project was invaluable. Betty was thorough, reliable, persistent and hard-working. No task was too large, too complex, or too mundane; Betty always kept in mind the end product when undertaking any project and always persevered in order to increase access to collections or to answer researcher questions. She worked diligently to help researchers, orienting them to policies, procedures and resources, insuring that if there was an answer to be found, she'd find it. Betty was a knowledgeable genealogist who understood the focused desires of genealogists and the limited resources of archivists and worked to reconcile the interests of both.

Betty was respectful, kind and thoughtful to researchers and colleagues alike. She was a perceptive listener and good friend to colleagues. She will be sorely missed.

- Nora Murphy ☺

Around and About

Building an Archives, Song by Song

Jessica Stewart, Hunt Hill Farm Trust, New Milford, Connecticut

The newly incorporated Hunt Hill Farm Trust in New Milford, Connecticut, presents the challenges which, at some point, many archivists and curators alike have had to face—taking a beloved personal collection and making it public. Long-time New Milford residents and husband and wife, Skitch and Ruth Henderson—known to many as the founders of the New York Pops—have taken the first step toward turing their collections of art and artifacts and their personal papers into an archival collection.

Skitch Henderson is a one-man celebration of twentieth-century American music. Born in 1918 in Birmingham, England, as Lyle Russell Cedric Henderson, Skitch went on to transform himself successfully into a popular American icon and, in doing so, has managed to be at the center of every phenomenon in American popular music and culture. He began his career playing piano in the roadhouses of Montana and Minnesota in the 1930s and since then Skitch has been closely involved in all branches of popular musical entertainment. Live performances, movies, television, radio—Henderson has done it all, and his joyful enthusiasm is evident in all he has undertaken.

Skitch Henderson's big break came in 1937 when he filled in for an ailing accompanist on an MGM promotional tour featuring Judy Garland and Mickey Rooney. "The tour was to promote a film called *Andy Hardy*, which became a picture series," says Henderson. "Mickey's father was Joe

Yule, the burlesque comedian, and Mickey 'cleaned up the act,' as we say. He did a monologue and I played something and Judy sang a couple of songs, and basically, we told everyone how wonderful MGM was." The tour started in Denver and wound up in Chicago, whereupon Skitch was left with the original pianist's roundtrip ticket to Hollywood. "It was like a scene from a Warner Brothers movie," says Skitch with a laugh. "The tour manager said to me, 'Kid, what are you going to do?' and I said, 'I don't know,' and he said, 'Well I got a ticket, why don't you come to Hollywood?' And that's exactly how I went."

It was during these early days that Skitch studied music theory, harmony, and music philosophy with Arnold Schoenberg. "Schoenberg was one of the most formidable men I ever knew," Henderson says. "When I was studying with him, I really didn't know what a huge name he was in music, which was a blessing, I guess. I found out about all that afterwards. But he was the first one to have me look at a Mahler score and a Bruckner score." To this day, Mahler remains his favorite composer. Henderson also studied conducting under Albert Coates and Fritz Reiner. Of the latter, Skitch adds, "Reiner used to say that you could teach an orangutan how to beat four beats, but that has nothing to do with conducting."

After World War II, Skitch became the musical director for a touring Frank Sinatra, and, later, for Sinatra's *Lucky Strike Show* on NBC Radio.

Henderson says, "Sinatra and I were old music friends. I played piano on the first record he made. And after the war, he put me to work immediately." Skitch was also musical director for *The Philco Hour* with Bing Crosby. "It was a strange time—the end of radio and the beginning of television," Henderson explains. "Doing the *Lucky Strike Show* helped me cross over. One of the vice presidents came to me when we were cancelled and said, 'What are you going to do?' It was like with the MGM tour. I said I guess I'll go back to Hollywood and he said, 'Why don't you stay here, we're going to do television?' And that's how I was hired."

And so Skitch found himself the music director for NBC television, but not without first doing a brief guest conductor stint for the legendary Arturo Toscanini and the NBC Symphony. Eventually, Henderson was paired up with Steve Allen for *The Tonight Show*, and much later, Johnny Carson. In the 1950s, Skitch also began guest-conducting symphony orchestras throughout the United States, Canada, and Europe. In the spring of 1953, he began conducting pops concerts in a series with the New York Philharmonic at Carnegie Hall, an experience that would prove invaluable years later when it came time to start The New York Pops.

Skitch founded The New York Pops in 1983 to share his passion for music by bringing the more accessible symphonic pops fare to a broader audience. The New York Pops is now the largest independent symphonic pops

orchestra in the United States, and its subscription season is one of the most successful at its home at New York City's Carnegie Hall. The orchestra is also recognized for its tours as well as for its series of free *Summermusic* concerts in city parks, which debuted in 1995 and has played to capacity crowds every summer since.

Skitch Henderson's partner in these activities and more is his wife, Ruth, whom he married on February 7, 1958. She is the president of The New York Pops, and Skitch is quick to point out that the organization simply could not exist without her organizational and financial expertise. From 1972 to 2004, the couple owned and operated The Silo, Inc., at Hunt Hill Farm, which now operates under the auspices of the Hunt Hill Farm Trust. The couple has two children, Heidi Maria and Hans Christian.

Ruth and Skitch Henderson have been the stewards of Hunt Hill Farm, a combination of two historic eighteenth-century New England farms, since 1968. Their love for the historic atmosphere of the property is evident to all who visit. Were you to wander unawares into the forty-five acres nestled in the Litchfield hills, you would not realize that these quiet buildings are host to an acclaimed cooking school, an art gallery, a store, and the Henderson family. They have been careful to make a gentle impression on this piece of, as Skitch calls it, "Valhalla."

In fact, the Hendersons have not only been stewards of the land, but they have had the foresight to create a

personal archive of Skitch Henderson's impressive and nationally significant career. At this point, they have charged the Hunt Hill Farm Trust to maintain this collection of artifacts and ephemera for more than posterity—for the public.

The largest collection, the Henderson American Music Archive, contains materials collected by Skitch Henderson during his very unique and



Ruth and Skitch Henderson on one of his tractors at Hunt Hill Farm. *Courtesy of the Hunt Hill Farm Trust*

meaningful career. His personal and professional collection of rare originals, first edition and student "mini" scores, and his list of research and performance scores create an impressive music library. The collection contains over 450 unique reel-to-reel magnetic and film tape recordings, and approximately fifty other analog recordings of Skitch performing and rehearsing with such classical music icons as conductors Dmitri Mitropoulos and Maestro

Arturo Toscanini, legendary pianist Sergei Rachmaninoff, the universally acclaimed violinist Jascha Heifetz, Wagnerian soprano Lotte Lehmann, and "First Lady of Radio" Kate Smith. It also includes an extensive representation of popular radio, music, film, and television legends such as Tommy Dorsey, Artie Shaw, Spike Jones, Judy Garland, Bing Crosby, Frank Sinatra, Dorothy Lamour, Jane Mansfield, and Tony Bennett. His reputation and skill as a composer/arranger is reflected in the fact that for twenty years (1930-1950), he worked both on stage and behind the scenes with the elite of American musical performers.

His arrangements of quintessential American music have been recognized by his peers, both classical and popular, and by the American public. Notably, Skitch Henderson received a Grammy Award for his 1963 orchestration of George Gershwin's *Porgy and Bess*, sung by Leontyne Price and William Warfield. Through his role as Music Director of the NBC TV and Radio Network (1952-1966), he was in many ways responsible for the musical acculturation of generations of Americans. Skitch is associated with major events in the country's modern history. For example, many Americans remember his performance of a special memorial concert as the nation mourned the death of President John F. Kennedy.

In this collection are extraordinarily rare recordings and scores. Many of these recordings have outlived their life expectancy and are in imminent danger of being lost. The scores are filled with notes, inscriptions, and

dedications from the composers. The significance of these pieces cannot be overstated.

The Henderson American Music Archive is unique in its scope and depth, but it does not stand alone. The Archive is part of the Hunt Hill Farm Trust, an Affiliate of the Smithsonian Institution, and includes items such as the Steinway Grand piano from Skitch's tenure at NBC, photos of Henderson with many of the artists he worked for and performed with, advertisements, publicity and other ephemera closely associated with this music collection. Many significant events in the history of American popular culture are documented by photographs, analog recordings, and scores. Together the music archive and the holdings of the Hunt Hill Farm Trust represent an incredible resource not only for scholars, but for anyone interested in twentieth-century American cultural history.

The personal anecdotes alone are an invaluable resource. Preparing this collection, with not only the cooperation but the collaboration of its central figure, is an incredible opportunity. Skitch was an integral part of creating a preliminary inventory of the musical scores. There were moments when he would pause, touch the pages of a score tenderly and begin to hum a few bars. "This composer was wild!" he would say.

It is exciting to work side-by-side with a person of such distinction, and a privilege to know that he has faith in your ability to become the steward of

his life's work. Within the next few years, the Trust will work to conserve the collection by having scores professionally cleaned and creating digital copies for use, as well as preserving and transcribing all the audiovisual materials. Appropriate climate control measures will be installed, and portions of the digital media will be mounted to the internet. So, a personal source of inspiration will be a public resource. This collection has the potential of becoming a national and even international draw for music



Skitch Henderson with an antique organ he rescued when a local church was remodeled. *Courtesy Andrew Bordwin*

scholars. More than that, it will shed new light on a beloved portion of American culture and history. It is a demanding task, but resplendent with possibilities, not the least of which is instituting a set of policies and procedures for continuing to preserve the collection and also to provide greater

access to it. The freedom to make these fundamental decisions is empowering, and yet, at times, daunting.

Entrusting a collection to an archivist or curator is a mixed blessing for the donor. On the one hand, the quality of care is ensured; yet, on the other hand, it requires inviting someone into one's personal affairs. It can be intimidating, to both curator and donor, to face a collection in the scrutinizing light of "public accessibility" and "current museum practice." Conditions and handling procedures which are acceptable for the private collection are most often inappropriate for an archive or museum. When the discussion of condition assessment arises, the donor is often left feeling insulted or repudiated because there are almost always repairs, or evidence of damage from handling. The curator has to make the donor understand that this is not a poor reflection on their stewardship, and the challenge of the transition from private to public collection is dealing with these adjustments.

Pieces that have been lovingly handled must now be held only by the conservationist's glove; recordings that have been played frequently must be treated with extreme care and transcribed to access formats.

This is the nature of the transition. The only way for both parties to meld is by the development of trust and by exhibiting patience. The reward—in this case irreplaceable, first-hand artifacts detailing the evolution of twentieth-century American music—is well worth the challenge.©

Three E-Mail Lists at a Glance

NEAboard:

Established in February 2001, this is an unmoderated list that facilitates communication of the NEA Executive Board. However, it is also open to all current NEA members. Scope of messages is limited to discussion of issues that come before the NEA board; electronic votes may also be taken via the list at the discretion of the President. For more information, go to <<http://groups.yahoo.com/group/neaboard/>>.

NEAannounce:

Intended to facilitate communication about NEA-sponsored events, programs, and elections. It is open to all current NEA members, who will automatically be subscribed. However, messages may be posted by members of the NEA board and committees only.

NEAdiscuss:

An open forum for NEA members to communicate about items of common professional interest. Open to all members, and moderated by the E-mail Coordinator for content.

New Member/Change of Address/Directory Information

Name _____ Date: _____

Address: _____

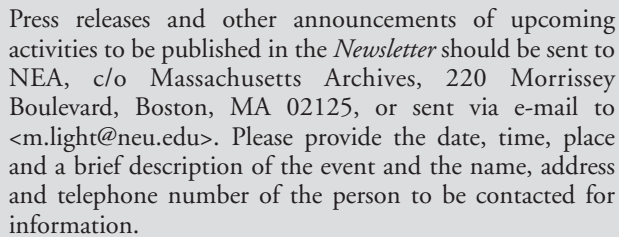
Telephone: _____ Home Business

Fax number: _____ E-mail: _____

Please mail to New England Archivists: **Debbie Richards, Membership Secretary**

Schlesinger Library
Radcliffe Institute
10 Garden Street
Cambridge, MA 02138
<richards@radcliffe.edu>

Calendar



Press releases and other announcements of upcoming activities to be published in the *Newsletter* should be sent to NEA, c/o Massachusetts Archives, 220 Morrissey Boulevard, Boston, MA 02125, or sent via e-mail to <m.light@neu.edu>. Please provide the date, time, place and a brief description of the event and the name, address and telephone number of the person to be contacted for information.

May 3-August 13, 2004. Exhibit: "Ruckus! American Entertainments at the Turn of the Twentieth Century." Beinecke Library, New Haven, CT. <www.library.yale.edu/beinecke>

May 3-August 27, 2004. Exhibit: "Women and Health in Maine: From Midwifery to Modern Health Practices," Maine Historical Society, Portland, ME. <www.mainehistory.org>

July 14-17, 2004. National Association of Government Archives and Records Administrators (NAGARA) Annual Meeting, "Desert to Oasis: Strategies for Programs in Challenging Times." Phoenix, AZ. <www.nagara.org>.

Through July 16, 2004. Exhibit: "Before Their Time: Child Labor Through the Lens of Lewis Hine," Peterborough Historical Society, 19 Grove Street, Peterborough, NH. <www.peterboroughhistory.org>

August 2-6, 2004. Workshop: Massachusetts Towns in American History: Using Local Resources to Bring the 17th and 18th Centuries into the Classroom. Healey Library, UMass Boston. Contact (617) 287-7654 or <k12.msp@umb.edu> or at <www.msp.umb.edu/summer2004/>

August 2-8, 2004. Society of American Archivists Annual Meeting and Conference, Boston, MA. <www.archivists.org>

August 23-29, 2004. "Archives, Memory, and Knowledge", XVth International Congress on Archives, Vienna, Austria. <www.ica.org>

September 29-October 3, 2004. "Telling Stories:

Narratives of Our Own Times." Oral History Association Annual Meeting. Portland, OR. <<http://omega.dickinson.edu/organizations/oha>>

September 29-October 2, 2004. American Association for State and Local History Annual Meeting, "Exploring Resources for Growth." St. Louis, MO. <www.aaslh.org>

September 30-October 2, 2004. Fall MARAC Conference, "The Golden Triangle: History, Archives, and Records Management." Pittsburgh, PA. <www.marac.info/fall2004.htm>

October 3-6, 2004. ARMA International Annual Conference: "Creative Solutions for Changing Times." Long Beach, CA. <<http://expo.arma.org>>

October 15-16, 2004. NEA Fall Meeting. University of New England, Biddeford, Maine.

October 20-22, 2004. New England Library Association Meeting, Manchester, NH. <www.nelib.org>

October 25-29, 2004. Preservation Management Institute, Session I. State University of New Jersey, Rutgers, New Brunswick, NJ. For registration information, contact (703) 932-7169 or <pds@scils.rutgers.edu>.

November 8-13, 2004. Archives Week in the NEA region.

November 10-13, 2004. "Great Technology for Collections, Confluence and Community," Museum Computer Network Conference. Minneapolis, MN. <www.mcn.edu>

January 6-9, 2005. "Archives and Artifacts," Annual Meeting of the American Historical Association. Seattle, WA. <www.theaha.org>

January 11-14, 2005. Association for Library and Information Science Education Annual Conference, Boston, MA. <www.alise.org>

February 15, 2005. Application deadline for NEA Richard W. Hale, Jr. Professional Development Award.

March 1, 2005. Application deadline for NEA Richard L. Haas Memorial Award.

March 31-April 3, 2005. New England Regional Genealogical Conference, Portland, ME. <www.rootsweb.com/~ma>

April 11-15, 2005. Preservation Management Institute, Session II. State University of New Jersey, Rutgers, New Brunswick, NJ.

August 13-21, 2005. Society of American Archivists Annual Meeting and Conference, New Orleans, LA.

May 1-5, 2005. American Association of Museums (AAM), Annual Meeting & MuseumExpo™. Indianapolis, IN. <www.aam-us.org>

September 19-23, 2005. Preservation Management Institute, Session III. State University of New Jersey, Rutgers, New Brunswick, NJ.

July 31-August 6, 2006. Society of American Archivists Annual Meeting and Conference, Washington, DC.

August 27-September 2, 2007. Society of American Archivists Annual Meeting and Conference, Chicago, IL. ©

Please visit us online at
<www.newenglandarchivists.org>

**NEA is always looking for ideas for sessions at the fall and spring meetings.
Your suggestions are invited!**

Please complete and send this form to:

Mary Ide, NEA President
Director of Media Archives & Preservation Center
WGBH Educational Foundation
125 Western Avenue
Boston, MA 02134
Email: <mary_ide@wgbh.org>

Proposed by: _____

Institution: _____

Mailing address _____

Phone: _____ Fax: _____

E-mail: _____

Please provide a brief description of the session you'd like to see offered at an NEA meeting. If possible, include the overall purpose and a general description of the session, and its intended audience (including skill level and topic category). If you have ideas for potential speakers for this session, please include their names and institutional affiliations.

NEW ENGLAND ARCHIVISTS
Massachusetts Archives
220 Morrissey Boulevard
Boston, MA 02125

Non-profit Organization
U.S. Postage
PAID
Boston, Massachusetts 02205
Permit Number 56006



South Station at Dewey Square, Boston 1942.

Courtesy of The Bostonian Society/Old State House: Boston Streets photograph collection, ca. 1855-1999

SAA is coming to Boston. Please see the announcement on page 20 for more information.

This photograph and approximately 3,000 other Boston streetscapes and views are now available in the Bostonian Society's new database of publications, historic photographs, manuscripts, broadsides, and ephemera at <www.bostonhistory.org>.